

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



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Services

AIR FORCE GOLF COURSE PROGRAM

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This instruction implements AFD 34-1, Morale, Welfare, Recreation and Services Programs. It provides guidance and procedures for Air Force golf programs.

(30SW) Air Force Instruction (AFI) 34-116, *Air Force Golf Program* dated 1 February 1996, is supplemented as follows:

SUMMARY OF REVISIONS

This revision adds approval authority to further define the use of AFI 34-101, Services Program and Use Eligibility, in program participation to **2**. It also clarifies **3.2.3**. concerning to which Air Force golf facility active duty personnel may pay advanced green fees when residing near two or more Air Force golf courses. The changes to **3.10.1**. and **3.10.2**. clarify that nonappropriated funds (NAF) may be used to pay for memberships in professional organizations only as prescribed in AFI 34-201, Use of Nonappropriated Funds. A glossary of references, acronyms, and abbreviations is also added.

Supersession history: AFR 215-19, 16 September 1985.

(30SW) This publication has been substantially revised and must be reviewed in its entirety. This revision changes Services Squadron to Services Division in **Paragraph 2.4.1.1. (Added)**. Changes Membership Support to Business Operations Flight Chief in **Paragraph 2.4.1.2. (Added)** It renumbers subsequent paragraphs and subparagraphs for clarity from **Paragraph 2.4.1.1. (Added)** through **Paragraph 2.6.2.**

(Added) It updates the user fees for private use in **Paragraph 2.5. (Added)** It clarifies the requirement for using power carts during shotgun start tournaments in **Paragraph 2.5.5. (Added)**

Section A—Objectives and Participation

1. Program Objectives. The golf program offers a recreational activity to enhance the mental and physical well-being of Air Force members and their families.

2. Program Participation. Follow the procedures in AFI 34-101, *Services Program and Patron Eligibility*, to establish eligibility, priority requirements, and approval authority for personnel using Air Force golf facilities and retail pro shops.

2.1 Golf Pro Shop. Restrict pro shop sales to personnel authorized in AFI34-101. Department of Defense (DoD) and NAF civilian employees assigned to the base may purchase only golf-related sundry merchandise (balls, gloves, tees, etc).

2.1.1. Turn over the resale inventory 2.5 times per year. The Services squadron commander or director or the director of golf may authorize pro shops to mark down merchandise to cost after notifying the Financial Section (FS). Place free items received from vendors in the active inventory, but record them separately.

2.1.2. AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, authorizes convenience plans for merchandise layaway payments, special orders, and high cost purchases. Annotate layaways and special order receipts to advise customers of local rules and procedures.

2.1.3. Submit a merchandise plan with the annual fiscal year budget, including purchases, sales, pricing strategies, and profit margin goals. Train pro shop employees to sell golf merchandise actively.

2.2. Golf Snack Bar. Golf courses operate their own snack bars. Consult these AFIs for specific instructions:

- AFI 34-119, *Alcoholic Beverage Program*.
- AFI 34-201, *Use of Nonappropriated Funds*.
- AFI 64-301, *Nonappropriated Fund Contracting*.
- AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*.

2.3. Professional Golf Instruction. Golf instructors may be Air Force employees or qualified teachers hired through an individual Services contract as outlined in AFI 64-301.

2.3.1. Air Force golf courses must provide discounted junior golf programs and annually conduct at least three instructional golf programs targeted specifically at novice players.

2.3.2. Students pay instruction fees to the Morale, Welfare, and Recreation (MWR) Fund.

2.4. Golf Advisory Committee. Bases may establish a golf advisory committee. Select players of various ranks and ages as committee members.

2.4.1. The committee makes recommendations on local rules of play, program promotions, course rules of etiquette, and course maintenance.

2.4.1. **(30SW)** The installation commander (30SW/CC) will appoint the chairperson for the Golf Advisory Committee. Representatives of the committee will be comprised from assigned or tenant units on Vandenberg Air Force Base. The committee meets at least each calendar quarter at the call of the chairperson. Advisors to the Golf Committee are:

- 2.4.1.1. **(Added-30SW)** Services Division Director
- 2.4.1.2. **(Added-30SW)** Business Operations Flight Chief
- 2.4.1.3. **(Added-30SW)** Golf Course Manager
- 2.4.1.4. **(Added-30SW)** Golf Course Superintendent
- 2.4.1.5. **(Added-30SW)** Voluntary Retiree Representative
- 2.4.1.6. **(Added-30SW)** Women's Club Representative
- 2.4.1.7. **(Added-30SW)** Men's Club Representative

2.4.2. The committee president prepares meeting minutes and sends them through the director of golf and membership support flight chief to the Services squadron commander or director.

2.4.2. **(30SW)** The Golf Advisory Committee provides recommendations to the golf course manager for all special scheduling of the golf course. A tournament reservation contract will be completed at least 14 days before the desired date of the event. Forward the tournament contract through the golf course manager's office. Provide:

- 2.4.2.1. **(Added-30SW)** Desired date of event
- 2.4.2.2. **(Added-30SW)** Organization sponsoring the event
- 2.4.2.3. **(Added-30SW)** Total number of participants
- 2.4.2.4. **(Added-30SW)** Chairperson, phone number and address
- 2.4.2.5. **(Added-30SW)** Facilities desired

2.5. **(Added-30SW)** Recurring events, such as scotch foursomes, intramural play, etc, need only one approval if all the dates for that activity are listed (i.e.: scotch foursome on the third Sunday of each month).

2.5.1. **(Added-30SW)** Official requests from the Protocol Office (30SW/CCP) take precedence over all other requests, when approved by the installation commander/vice commander (30SW/CC/CV).

2.5.2. **(Added-30SW)** There is a \$300 user fee for private use of the golf course clubhouse (private parties, organizational parties, etc.). If the golf course snack bar caters the event, the user fee is waived. These special programs will be allowed when they do not interfere with daily operations.

2.5.3. **(Added-30SW)** All beverages consumed on the premises (clubhouse or golf course) will be purchased from the golf course snack bar. Private coolers are not authorized.

2.5.4. **(Added-30SW)** Authorized participants have unlimited sponsor privileges; however, only the three guests playing with the sponsor will pay the guest sponsor rate. All others will pay the unsponsored green fee rate when not playing with authorized participants.

2.5.5. **(Added-30SW)** Organizations or private interest groups will guarantee a field of 92 players in order to host a shotgun start tournament. A mini shotgun start tournament must have at least 60 players. Any event with less than 60 players will use a block of tee times. Power carts are required for all shotgun start tournaments. Shotgun events will begin at 1300 hrs during daylight savings time months and 1230 hrs during non-daylight savings time months. The earliest tee time for non-shotgun start tournaments on weekends or holidays will be 1230 hrs and 1300 hrs, the same as for shotgun start tournaments.

2.5.6. **(Added-30SW)** All non-military full shotgun tournaments will be billed for a minimum of 92 players' green fees and 46 power carts (Power carts are mandatory for shotgun start tournaments, regardless of how many participants). The same policy applies to any non-military mini shotgun tournaments. Event will be billed for 60 players and 30 carts if less than the required number of players participates.

2.6. **(Added-30SW)** The golf course is open for play during those hours set by the Services Division Chief.

2.6.1. **(Added-30SW)** The course is closed on Mondays. When a holiday falls on a Monday, the course is open that day and closed the following day.

2.6.2. **(Added-30SW)** The golf course is closed on Christmas and New Year's Day.

Section B—Golf Course Operations

3. Golf Course Guidelines:

3.1. Fees and Charges. Persons authorized to use Air Force golf facilities pay established fees and charges. The Air Force doesn't extend advance greens fee privileges to community leaders or other non-DoD civilians.

3.1.1. Only the director of golf, assistant director, golf course superintendent, and the golf course greenskeeper play free for purposes of reviewing course conditions.

3.1.2. Course marshals may use golf cars free of charge to enforce rules of play and course etiquette, but must pay greens fees when playing golf.

3.1.3. Reduced rates for E1-E4 are mandatory and must not exceed 75% of lowest daily and advanced fees.

3.1.4. Follow these procedures when setting fees:

- Major Air Commands (MAJCOM) establish minimum greens.
- Installation commanders approve greens fees and local charges based on NAF council recommendations.
- DoD civilians, who are retired military, pay according to their retired military grade.
- Retired military and their family members pay according to their retired military grade.
- When using graduated green fees, include military and civilian grades.

3.1.5. A golf course may set up a family plan with a fee for each family member, or a single rate for all family members in the plan. Issue a separate advance greens fee card or a receipt in the name of each person in the family advance greens fee plan.

3.1.5.1. Family members pay according to their sponsor's grade unless the course has an established family advance greens fee. When both husband and wife use the facility, the individual with highest grade is the sponsor.

3.1.5.2. If the sponsor is not a golfer but other members of his or her family play, the course charges the first family member at the sponsor's rate.

3.1.6. Golf courses located on overseas bases may charge civilians stationed at the base the same greens fees as military personnel.

3.1.7. Guests pay the daily greens fee in accordance with the course fees and charges schedule.

3.1.8. Refer to the priorities outlined in AFI 34-101 when limiting the number of advance greens fee participants.

3.1.9. Give a cash register receipt or other dated receipt to each customer paying a daily greens fee.

3.1.10. Issue a controlled prenumbered card or receipt to people paying advance greens fees. Cards must show the person's name, grade, and the date of expiration. The prorated portion of an advance greens fee card may be refunded to the cardholder at permanent change of station (PCS), separation, retirement, or according to installation policy.

3.1.11. Provide golf club and locker storage space to authorized patrons on a first-come, first-served basis. Give priority to active duty personnel.

3.1.12. Players may use private golf cars when the course charges a trail fee. However, golf courses may not store private golf cars, except for grandfathered owners of private cars as determined by the installation commander.

3.2. Reciprocal Play. Visiting personnel with official orders (PCS, TDY, or leave) may play reciprocal rounds on other Air Force golf courses by showing a current advance greens fee card from their assigned-base golf facility.

3.2.1. Punch cards or coupons for "x" rounds of golf are accepted forms of advance greens fee cards. All personnel must forfeit one punch for every round of golf played at visiting courses.

3.2.2. The Air Force encourages bases to offer visiting personnel with advanced greens cards but not official orders a minimum 25% discount off the daily rate.

3.2.3. In locations with more than one Air Force golf facility, installation commanders may develop local policies for reciprocal play. Players may pay advanced greens fees at their assigned installation or at the Air Force course nearest their quarters or residence.

3.2.4. Players may pay advanced greens fees at more than one base.

3.3. Tee Time Policies. The Services Squadron commander or director develops tee-time policies.

3.3.1. The installation commander approves all tee-time policies.

3.4. Course Maintenance. The director of golf provides the course superintendent an annual activity schedule in advance to minimize the disruption of programmed golf activities due to grounds maintenance.

3.5. Car and Golf Course Equipment Maintenance. The director of golf establishes preventive maintenance schedule by following the equipment manufacturer's recommendation and ensures that all personnel operating the equipment have proper training and adequate tools.

3.5.1. The course superintendent sets up records and inventories of spare parts, including:

- The date received, amount on hand, date the part was used, and the reorder level.
- A record log or chart on each golf car showing maintenance or repairs performed.
- A scheduled car purchase plan to replace or upgrade the equipment.

3.6. Golf Cars. Authorized customers meeting minimum age requirements determined by the director of golf may rent golf cars. Cars may carry only two people and two golf bags, unless the car is specifically designed to accommodate more. The director of golf provides safety instructions on local operating conditions to each customer.

3.6.1. The lead mechanic must attend the car manufacturer's training school or have documented work experience on the equipment used on the course. Mechanics do all factory-required adjustments as scheduled in the factory maintenance manual.

3.7. Driving Range Operations. Follow these general guidelines:

- One or more range entry points must prominently display a list of local range safety procedures.
- Customers practice only in designated areas.
- When a driving range is open, the range must provide adequate protective equipment (including covered, enclosed vehicle) to employees when retrieving balls.
- Design driving ranges so that participants hit away from course areas and buildings.

3.8. Course Operations. Follow these general guidelines:

- Clearly mark all known hazards on course grounds (including the rough) that may cause injury.
- Clearly post signs at all course water hazards that state "Do not drink" and "No swimming or fishing."
- Supply sufficient drinking water on the course when the temperature exceeds 80 degrees Fahrenheit.
- Establish written procedures for advising players of course weather warnings. Course officials must alert players when thunderstorms are within 10 miles of the course and close the course when thunderstorms come within 3 miles.
- Establish notification procedures to ensure the base weather on-duty forecaster contacts the club house when adverse weather conditions are expected or imminent.
- Courses located in areas that commonly see heavy thunderstorm activity must provide protective shelters for players on course grounds.

3.9. Chemicals and Pesticides. Follow these guidelines when using herbicides, pesticides, fertilizer, or other chemicals on course grounds.

3.9.1. The course superintendent or designated groundskeeping employee must:

- Be a DoD-certified pesticide applicator.

- Supervise the mixing of all chemicals.
- Establish specific directions for applying pesticides and other chemicals.
- Be readily available during all applications.
- Ensure that all pesticides and chemicals meet proper storage regulations.
- Inform the director of golf or designated person of the type of chemicals being used on the course.
- Issue safety warnings to employees and patrons when necessary.
- Consult with the base bioenvironmental engineering about proper pesticide disposal with water in accordance with applicable Federal, state, and local regulations.

3.9.2. Employees trained to apply chemicals must:

- Wear course-issued protective clothing and personal protective equipment, as required by the Occupational Safety and Health Administration and the Air Force Office of Safety and Health (AFOSH) standards and the chemical manufacturer's label directions.
- Be enrolled in the base occupational health program, as determined by base medical personnel.
- Receive proper training on the hazards of handling chemicals.

3.9.3. Course maintenance facilities must:

- Meet all requirements for temperature control and ventilation.
- Stock only base-approved pesticides that are specifically labeled for groundskeeping applications.
- Include a suitable pesticide storage area, approved by the base bioenvironmental engineer.
- Include an eye wash and shower facility next to the pesticide mixing area, as specified in AFOSH Standard 127-32.
- Be properly marked and easily recognizable to all employees.

3.10. Professional Memberships:

3.10.1. The director of golf may use installation MWR funds as prescribed in AFI 34-201, paragraph 4.1.2, to maintain membership in the Professional Golfers' Association (PGA) or the Ladies Professional Golfers' Association (LPGA).

3.10.2. The golf course superintendent may use installation MWR funds as prescribed in AFI 34-201, paragraph 4.1.2, to maintain membership in the Golf Course Superintendents of America Association (GCSAA).

Section C—Responsibilities

4. Responsibilities:

4.1. Headquarters Air Force Services (HQ USAF/SV) establishes golf program policy, exercises oversight, and allocates resources.

4.2. Headquarters Air Force Services Agency (HQ AFSVA):

- Provides golf procedural guidance and technical advice.

- Performs staff assistance visits to base golf courses as requested by the MAJCOM/SV.
- Develops central training and operational programs.
- Reviews major golf program construction and renovation projects.

4.3. MAJCOM/SV conducts training and periodic Staff Assistance Visits.

4.4. Installation Commander:

- Ensures that bases operate golf facilities according to the Air Force and MAJCOM policies and guidance.
- Approves local fees and charges, local guidance on reciprocal play, and tee times.

4.5. Services Squadron commander or director:

- Ensures that the membership support flight chief applies the guidance outlined in this AFI.
- Sets resalable merchandise inventory levels (as a dollar amount) for golf course pro shops and approves merchandise markdowns.
- Acts on the recommendations of the golf advisory committee, including submitting financial recommendations to the NAF Council, when applicable.
- Approves operating instructions for the golf course operation.
- Reviews requests to the NAF council for funding the director of golf's membership in the PGA or LPGA and the course superintendent's membership in the GCSAA.

4.6. The director of golf:

- Supervises base-level golf facility programs and employees.
- Provides employee training and career development to fulfill the mission, meet standards, and accomplish program objectives by using information systems.
- Prepares required financial, program, facility, and equipment reports.
- Protects assets and recommends resale inventory levels to the membership support flight chief.
- Completes and tracks performance against standards in AFI 34-104, *Air Force Services Marketing and Publicity Program*.
- Develops a 5-year facility and equipment requirements and purchasing plan, and an annual program, training, and appropriated fund/NAF financial plan. Uses CORPORATE STANDARDS as the vehicle for developing and documenting the 5-year plan.
- Uses CORPORATE PRISM to determine the size and share of the golf market for the installation, identify potential market increases, and plan improvements aimed at increasing program participation.
- Uses the United States Golf Association Course Rating System to rate golf courses.

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Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS*****References***

AFPD 34-1, *Morale, Welfare, Recreations, and Services Programs*
AFI 34-101, *Services Programs and Use Eligibility*
AFI 34-104, *Air Force Services Marketing and Publicity Program.*
AFI 34-119, *Alcoholic Beverage Program*
AFI 34-201, *Use of Nonappropriated Funds*
AFI 34-209, *Nonappropriated Fund Financial Management & Accounting*
AFI 34-301, *Nonappropriated Fund Personnel Management and Administration*
AFI 64-301, *Nonappropriated Fund Contracting*
AFOSH Standard 127-32

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFOSH—Air Force Office of Safety and Health
DoD—Department of Defense
FS—financial section
GCSAA—Golf Course Superintendents of America Association
HQ AFSVA—Headquarters Air Force Services Agency

HQ AFSVA/SVPAR—Headquarters Air Force Services Agency, Recreation and Business Branch
LPGA—Ladies Professional Golfers' Association
MAJCOM—major air command
MWR—morale, welfare, and recreation
NAF—nonappropriated funds
PCS—permanent change of station
PGA—Professional Golfers' Association
TDY—temporary duty